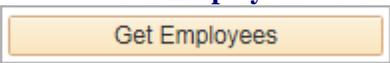
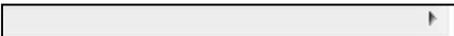


Viewing and Understanding Reported Time

Step	Action
1.	Click the NavBar and then Click the Navigator button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the Report Time menu. 
5.	Click the Timesheet menu. 
6.	Timesheet Summary page is used for employee selection. Under Employee Selection Criteria section, choose to search by Time Reporter Group, Empl ID, Empl Record, or Last Name .
7.	Click in the Empl ID field. 
8.	Enter the desired information into the Empl ID field. Enter a valid value, for example " 999456 ".
9.	Enter the Pay Period begin date for the reported time to be reviewed. Enter the desired information into the Date field. Enter a valid value, for example " 04302017 ".
10.	Click the Get Employees button. 
11.	Click the link for the desired employee.
12.	The View By field selection indicates the period that displays on the Timesheet . The default for this field is Week . Available values for the View By field are Day, Calendar Period, and Week .
13.	The Reported Hours field displays the number of hours reported for the specified period on the Timesheet .

Step	Action
14.	<p>The Scheduled Hours field displays the number of hours based on the work schedule for the employee.</p> <p>This field displays 0.00 if the employee is not enrolled in a Work Schedule.</p>
15.	<p>Use the <<Previous Week and Next Week>> links to view the previous or next week.</p>
16.	<p>The Timesheet displays the hours worked for the specified date as well as the appropriate Time Reporting Code (TRC).</p> <p>Note: If no exceptions to the Work Schedule exist for an Exception Hourly employee, no time entry is required.</p> <p>Note: Positive time reporters must enter all time worked on the Timesheet.</p>
17.	<p>On a day that is a designated holiday, no time should be entered unless the employee actually worked on the holiday.</p> <p>Note: Employees with a holiday schedule receive their holiday hours on the holiday date in Payable Time.</p>
18.	<p>Viewing the Total Hours column is another way to verify Reported Time.</p>
19.	<p>TRCs (Time Reporting Codes) are used to track time and leave.</p>
20.	<p>If there is an override to funding, this field displays the Combination Code value.</p> <p>If there is no override to funding, this field will be blank.</p>
21.	<p>Click the scrollbar if needed.</p> 
22.	<p>The Wilmington Wage Tax checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p>Note: If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.</p>
23.	<p>Click the scrollbar if needed.</p> 
24.	<p>Click the Reported Time Status tab.</p> 
25.	<p>The Reported Time Status section displays the details of reported time with a Submitted status.</p>
26.	<p>The Comments bubble would contain lines to signify that a Comment exists. In this example, Comments have not been added.</p> <p>Note: If two different TRCs are entered for a single date, there would be two rows of Reported Time for that date and both rows reflect the same Comment.</p>

Step	Action
27.	Click the Summary tab. 
28.	The Reported Time Summary section displays details of the hours reported on the Total REG, Total Reported Hours, Total Scheduled Hours, and Schedule Deviation.
29.	Click the Next Week link. 
30.	No exceptions have been entered for the employee for the week of 04/30/17 - 05/13/17. For a full time employee (Exception Time Reporter), the Work Schedule assigns the hours for the week.
31.	Congratulations! You are now able to: -Navigate to an employee's Timesheet. -Review an employee's Reported Time. End of Procedure.